

CHAPTER 1 DEPARTMENT ORGANIZATION

[Chapter 1 renumbered Chapter 6, IAC 1/18/84]
[Prior to 11/15/89, General Services[450] Ch 1]

401—1.1(18) Function. The department of general services was established by Iowa Code chapter 18. The department acts as the state's business agent to meet agencies' needs for quality, timely, reliable and cost-effective support services and a work environment that is healthy, safe, and well maintained.

401—1.2(18) Location. The department's primary office is located in the Hoover State Office Building, Des Moines, Iowa 50319, telephone (515)242-5120. Office hours are 7:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

401—1.3(18) Administration of the department. The chief executive officer of the department is the director, who is appointed by the governor with the approval of two-thirds of the members of the senate. The director serves at the pleasure of the governor.

401—1.4(18) Divisions of the department. In order to carry out the functions of the department, the following divisions have been established:

1.4(1) The operations division is responsible for customer service activities including administration of parking and building access; receipt of work requests; collection of parking fines; sale of flags, publications, and photographs of the capitol; coordination of special events on the capitol complex; and serving as a focal point for general department information. Other sections are accounting, which includes budgeting, interagency billings and payments, payments to outside vendors, and financial analysis and reporting; personnel; labor relations; leasing for state offices in Polk County and contiguous surrounding counties; maintaining a safe work environment; and technology support. The purchasing section is responsible for managing procurement of commodities, equipment and services for all state agencies not exempted by law. The division is also responsible for the receipt and distribution of state and federal surplus property. Distribution of state surplus property is managed by Iowa Prison Industries under an agreement with the department.

1.4(2) The capitol complex maintenance division is responsible for the maintenance, appearance, and facility sanitation of the capitol complex buildings and grounds, including environmental control (heating, ventilation and cooling) and all support features including, but not limited to, parking lot maintenance, main electrical distribution, water supply, waste water removal, and major maintenance projects associated with the capitol complex.

1.4(3) The design and construction division is responsible for vertical infrastructure management; building and monuments restoration; capital projects; project management; and architectural, engineering, and construction management services for state agencies except for the board of regents, the department of transportation, the national guard, the natural resource commission and the Iowa public employees' retirement system. The division also provides capitol complex space management and utilities management.

1.4(4) The fleet and mail division is responsible for the management of vehicular risk and travel requirements for state agencies not exempted by law and for the processing and delivering of mail for state agencies on the capitol complex and in the Des Moines metro area.

1.4(5) The printing division is responsible for all copy machines, formal bids, contracts, and bonds for printing purchases, centralized printing, maintaining satellite copy centers on the capitol complex, and state document publication.

These rules are intended to implement Iowa Code section 18.3.

[Filed 12/23/83, Notice 10/26/83—published 1/18/84, effective 2/22/84]

[Filed emergency 11/1/85—published 11/20/85, effective 11/1/85]

[Filed emergency 8/6/86—published 8/27/86, effective 8/6/86]

[Filed emergency 6/26/87—published 7/15/87, effective 7/1/87]

[Filed 8/24/87, Notice 3/11/87—published 9/9/87, effective 10/14/87*]

[Filed 11/13/87, Notice 9/9/87—published 12/2/87, effective 1/6/88]

[Filed emergency 6/6/88—published 6/29/88, effective 6/6/88]

[Filed 10/25/89, Notice 8/23/89—published 11/15/89, effective 12/20/89]

[Filed emergency 2/19/91—published 3/20/91, effective 3/1/91]

[Filed 7/1/93, Notice 4/14/93—published 7/21/93, effective 8/25/93**]

[Filed 12/16/93, Notice 11/10/93—published 1/5/94, effective 2/9/94]

[Filed 1/12/96, Notice 12/6/95—published 1/31/96, effective 3/6/96]

[Filed 5/13/99, Notice 4/7/99—published 6/2/99, effective 7/7/99]

[Filed 4/26/02, Notice 2/6/02—published 5/15/02, effective 7/1/02]

*Effective date (10/14/87) delayed until adjournment of the 1988 Session of the General Assembly pursuant to Iowa Code section 17A.8(9) by the Administrative Rules Review Committee at its October 1987 meeting. Delay lifted by Administrative Rules Review Committee at its meeting held November 17, 1987.

**Effective date of 1.8(4) delayed 70 days by the Administrative Rules Review Committee at its meeting held August 2, 1993.